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## HOUSING & URBAN DEVELOPMENT DEPARTMENT

### NOTIFICATION

The 29th April, 2025

No.541—BDA-ESTate2-ALLOT-0034/2025/HUD.— After careful consideration, the Government of Odisha have been pleased to formulate Standard Operating Procedure (SOP) for allotment of houses within jurisdiction of Bhubaneswar Municipal Corporation under Odisha Housing for all Policy for Urban Areas, 2022.

#### Introduction:-

The Government of Odisha has taken up “Housing For All” as a top priority mission and has put in place the “**Odisha Housing For All Policy for Urban Areas, 2022**” and subsequent amendment in 2025 to create a comprehensive, holistic policy framework to address all aspects of housing for the urban poor.

Keeping in view of this new policy and criteria prescribed in PMAY-U-2.0 scheme guidelines, the following **Standard Operating Procedure (SOP)** is formulated to revisit the eligibility criteria and to streamline the process of beneficiary selection and allotment within jurisdiction of Bhubaneswar Municipal Corporation.

#### 1. Eligibility Criteria for Affordable Housing (Project Affected) and ISSR under Slum Redevelopment and Rehabilitation Housing (SRRH):

- The beneficiary should belong to the concerned slum/habitation as on a cut-off date to be decided by BMC for allotment of dwelling units for both projects affected families or for ISSR under SRRH.
- A “dwelling unit” shall be allotted only to such a beneficiary who does not own a pucca house either in his/her name or in the name of any member of his/her family in any part of India.
- The annual income of the family shall not exceed Rs 3,00,000/- per annum or to be decided by the Government from time to time. The income shall be assessed on the basis of the income certificate issued by the Competent Authority.
- A beneficiary family shall comprise husband, wife and unmarried children.
- The beneficiary or any of his/ her family member shall not be a Central/State Government/ PSU employee.
- Families who have been issued LRC and required to be relocated for any project shall be auto included.

## 2. Selection of Beneficiaries:

### Field Verification, Submission of Draft Household List (DHL) & Publication of Final List:

- **Step-1:** Base Household List (BHL) shall be prepared from the available slum house hold data which shall be used for the purpose of verification.
- **Step-2:** Joint Enumeration Teams (JETs) shall be constituted consisting of Ward Officer (WO), Community Organizer (CO), Sanitary Inspector (SI), Zonal Community Organizer (ZCO) and one representative of Dy. Commissioner (Housing), BMC. The JETs shall be responsible for field verification of households staying in the slums. JETs will use BHL for this purpose. JET will prepare Draft Household List (DHL).
- **Step-3:** During survey the JETs should number the houses, take photograph of head of the family and other available members of the family and detail information of family members i.e. age, marital status, profession of the family members, Authentic ID Proof etc. shall be obtained and entered in the prescribed proforma(Annexure-4 of PMAY (U) guidelines for projects sanctioned under PMAY (U) & Annexure-3 of PMAY (U) 2.0 guidelines in case of projects sanctioned under PMAY (U) 2.0). The JETs will validate and certify 100% of the DHL and to submit the same to ZDC.
- **Step-4:** The Validated DHL will be test checked by Zonal Deputy Commissioner (ZDC) to the extent of 20% the household.
- **Step-5:** After receipt of draft household list, the ZDC shall invite objections / suggestions within a period of 07 days. If any complaint received from the Slum Dwellers/ General Public, the ZDC shall redress the same within 07 days after due hearing and submit the final validated list to the BMC for approval. The BMC will publish the final list in their website as well as in the concerned slum in a conspicuous place.

## 3. Mode of Allotment:

- After finalisation of selection of beneficiaries and tagging with the project, the demand letter shall be issued by BMC to the beneficiaries for payment of beneficiary contribution of Rs.1,50,000/- or subject to change as to be decided by Government from time to time. The beneficiary will deposit the amount in the designated Bank Account of the BMC/ BDA depending on the project.
- Provisional Allotment Letter will be issued by the BMC to those who will deposit 20% of the beneficiary contribution.
- Beneficiary has to clear all his/ her dues within a maximum period of 06 months, otherwise Provisional Allotment/ Demand Letter shall be cancelled and his/ her case will not be considered for allotment of dwelling unit.
- **Bank Loan:** If the Beneficiary wishes to take a housing loan, BMC shall facilitate the same through Banks or NBFCs. NOC will be issued as per the request of the Bank/ Financial Institution.
- **Tripartite Agreement:** The Allotment Authority (BMC), the beneficiary and the Bank will be entered into a tripartite agreement for disbursement and transfer of money directly to the designated Bank Account of BMC/ BDA.

- **Final Verification of deposited amount:** Once the receipt of payment confirms, the beneficiary is to be enlisted for allotment of individual dwelling units through lottery.
- Further, an application shall be developed for online processing, and payment system for making the system more transparent and reliable.

**Conduct of Lottery for Final Allotment.**

- In order to allot the specific/ individual dwelling unit by fair means, ensuring transparency and to prevent future conflicts, there shall be a draw of lottery in the presence of Independent Observer and eligible beneficiaries.

**Preferential Allotment (Ground Floor) for Persons / Families with Disabilities.**

- To promote inclusivity, the Allotment Authority (BMC) will prioritize persons with disabilities and their families for ground-floor units, ensuring accessibility and convenience. While considering individuals cases for preference due to limited stock of ground floor units, only persons with loco-motor disabilities ( $\geq 40\%$ ), will be given preference.

**Final Allotment and Possession.**

After completion of all formalities, the Allotment Authority (BMC) shall issue final allotment letters and grant possession of the dwelling units to the selected beneficiaries.

By Order of the Governor  
GANGADHAR NAYAK  
Special Secretary to Govt-*cum*-  
Mission Director, OUHM